

CALL FOR CONCEPT PAPERS

CONCEPT PAPER INSTRUCTIONS AND APPLICATION

This application packet is provided as a resource to those persons and/or organizations in California interested in submitting a Concept Paper for the Community Program Development Grant (CPDG) program funding for Cycle 30, Fiscal Year 2007-08.

The Concept Paper is the first part of the Community Program Development Grant Process. The applicants with the highest ranked Concept Paper will be invited to submit a full proposal.

Participating in any part of the Community Program Development Grant process is not a guarantee of funding through the grant process.

Federal law requires that the funds allotted to California “shall be used to pay for the federal share of the cost of carrying out projects in accordance with approved State Plans of services for individuals with developmental disabilities.” The CPDG program is the important vehicle used by SCDD to meet both the Federal and State legal mandates. The CPDG projects are the primary method of directly providing the resources needed to initiate **new and innovative programs** for Californians with developmental disabilities and their families.

All Council-funded projects must be consistent with the Council Mission: “The Council advocates, promotes and implements policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with developmental disabilities and their families.”

All Concept Papers must be received in the Council office by **5:00 p.m., January 5, 2007.**

The SCDD will not accept faxed or e-mailed Concept Papers.

Attention: Dana Spear

State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95814

Concept Paper Application Instructions Continued – Page 2

Concept Papers that are faxed, e-mailed or received after January 5, 2007 deadline, will be returned to the applicant and not move forward in the grant process.

Concept Papers shall be a maximum of three pages and contain the Coversheet and Program Summary.

In completing the Concept Paper applicants are encouraged to be accurate, brief, and clear in their presentation of their Services/Supports. The Concept Paper must outline a clear and decisive program or services and how the services will be provided to Individuals with Developmental Disabilities.

General Concept Paper Instructions

1" margins

12 point font

The Concept Paper Cover sheet requests the State Plan Objective or the Replication Grantee/Applicant's name, please refer to the list of State Plan Objectives and the list of programs that are eligible for replication listed on the SCDD's website.

When completing the Summary page(s) the following must be addressed: (Include Titles and letters as listed below.)

1. Summary of the Services/Supports that will be provided
 - a. Detailed description of the services/supports
 - b. Where the services/supports will be provided
 - c. Outline how consumers or family members will access services (e.g. transportation, in home, etc.)
 - d. List collaborators and their roles
2. Need for Services/Supports
 - a. Outline the need for the services/supports in the service area
3. Target Audience
 - a. List total number of individuals with developmental disabilities and their families that will be served by the project.
 - b. Describe who will benefit from the services/supports include description of the population, multiple disabilities, age, cultural, ethnic, and economic diversity.
 - c. Identify Counties where the services will be provided.

4. Goals and Objectives
 - a. Outline how the project/program's Goals and Objectives will be measured and achieved.

All Concept Papers will be reviewed and scored for their program element; only applicants with the highest ranked Concept Papers will be invited to submit a Community Program Development Grant Proposal/Application.

Concept Papers that do not adhere to the 12 point font, 1" margins, or are unresponsive to the information requested in the Program Summary will fail the Concept Paper process.

The Concept Paper process does not contain a debriefing process or a protest period.

COMMUNITY PROGRAM DEVELOPMENT GRANT TIMELINES

Concept Paper Information

Concept Paper Deadline	January 5, 2007
Technical and Program Review	January 5 - February 9, 2007
Letter to Eligible Applicants	February 20, 2007

CPDG Proposal/Application Information

Deadline for invited applicants to submit	March 22, 2007
Technical & Area Board Office Review	March 22 – April 13, 2007
SCDD Grant Review Task Force Evaluation/Ranking	April 13 – 27, 2007
Council Action	May 15-16, 2007
Public Posting Notice	May 16, 2007
Protest Period	May 16 – 22, 2007
Award Notification (Pending completion of protest period)	June 15, 2007
Anticipated Funding of Awarded Proposals to Begin	October 2007

CONCEPT PAPER
(Maximum of three pages)

COVER SHEET

Applicant: _____

Title of Program: _____

Address: _____

Project Director: _____

Email: _____

Phone Number: _____

Fax Number: _____

Federal Identification or Social Security Number: _____
(Provide last four digits only)

Check Type of Organization: _____ Non-Profit _____ Local Government Agency
_____ Proprietary _____ Higher Education _____ Other (specify)

Amount Requested: \$ _____ Months of Project: _____
(This amount shall not exceed proposal amount.) (Up to 12 months)

List State Plan Objective(s) or Replication Applicant/Grantee: _____

Signature of Program Director

Date

The Project Summary should begin here and address 1-4 as outlined in the Concept Paper Instructions. Please list all Titles in the same order as outlined in the Instructions.